



PICNIC PAVILION RENTAL POLICIES AND PROCEDURES

Updated January 2019

Office: 301 258-6350 Fax: 301 948-8364

The City of Gaithersburg welcomes the opportunity to serve you as a rental patron at the Picnic Pavilions at Bohrer Park or City Hall Park. Please read these guidelines in their entirety for important information pertaining to pavilion use.

Picnic Pavilion Season: The rental season runs daily from April through October.

A. POLICIES FOR PAVILION RENTAL:

The Pavilions are available to Gaithersburg residents, non-profit organizations, and businesses as well as nonresidents; however, higher rental fees are applicable to nonresidents and groups who do not reside within the corporate City limits. Reservations for the upcoming season may be made beginning October 1 for City residents and November 1 for nonresidents.

B. PAVILION USE APPLICATIONS:

All individuals or groups wishing to use the Pavilions must apply by completing a Pavilion Use Application. This is an application, not a binding contract to rent the Pavilion. Applications are available at the Activity Center or on our website, www.gaithersburgmd.gov. They can be mailed, faxed or e-mailed. **PLEASE UNDERSTAND THAT YOUR REQUEST IS NOT OFFICIALLY CONFIRMED OR BOOKED UNTIL A DEPOSIT HAS BEEN ACCEPTED AND YOU RECEIVE YOUR COPY OF THE APPROVED PAVILION USE PERMIT.** You must be at least 21 years of age to sign an application, and the person signing the permit must be in attendance for the duration of the rental event. Applications are processed and reservations confirmed on a first-come, first-served basis.

C. RENTAL TIMES:

Pavilions are rented in 5-hour blocks of time. **The rental time shall include enough time for set up and clean up.** The time required for preparations for catering and/or amusement services must be included. Additional hours may be reserved for an additional fee. **Pavilions may be reserved beginning at sunrise and must conclude by 8:00 pm or dusk (whichever comes first).** We reserve the right to determine the conclusion time of picnics at any pavilion when City events are scheduled at the City Hall Park, the Concert Stage Pavilion or Bohrer Park.

D. HOW FEES ARE DETERMINED:

To obtain a resident fee, the applicant's home address must be within the corporate limits of the City of Gaithersburg, or the address of an organization or business must be within the corporate limits. Organizations may not use the address of a member who is a City resident. A driver's license or company stationery will be required as verification of residence. For non-commercial events such as family reunions, birthday parties, weddings, scout troops, or family picnics, the person hosting the event must complete the application and his/her address is used to determine the appropriate fee. If you are a non-profit organization, a tax exemption certificate is necessary.

Non-commercial - Rental is by individuals or representatives of a non-profit group. Examples include family reunions, birthday parties, weddings, scout troops, church groups, school groups, or civic organizations.

Commercial – Rental is by a business, corporation, or a profit-making enterprise.

Resident – The individual (non-commercial) or the business (commercial) that resides in the corporate City limits of Gaithersburg. Individuals who reside within the corporate City limits of Gaithersburg may not use their resident status to rent Pavilions on behalf of businesses which are outside the City limits.

Nonresident – The individual (non-commercial) or the business (commercial) that does not reside in the corporate City limits of Gaithersburg.

E. USER'S RESPONSIBILITIES:

Rental patrons are required to:

- Sign in with the picnic supervisor upon arrival at Bohrer Park and sign out with picnic supervisor before leaving.
- Leave the Pavilion(s) in the same condition in which it was found.
- Anticipate the amount of time necessary for set-up and clean up and include this time in the rental request.
- At the conclusion of the event, clean off tables and pick up all trash. Trash bags must be tied and ready for pick-up. Trash cans and bags will be provided.
- Abide by the information in the rental packet that identifies maximum number of persons per Pavilion.
- List all amusement activities (i.e. moon bounce / dunk tank / climbing wall) on the rental request. Pony rides or similar activities are prohibited.
- Park all motor vehicles in designated parking areas. Picnic coordinator may unload his/her vehicle in the Pavilion area, but must remove vehicle before guests arrive. No motor vehicles may stay in the Pavilion area after this time with the exception of catering vehicles and pre-approved amusement vehicles. Motor vehicles such as mopeds or motorcycles are prohibited on park trails and grounds.
- Not block or rope off any area other than the Pavilion canopy structure, as Bohrer Park is open to the public from sunrise to sunset.
- Not throw rice or confetti or release helium balloons in Bohrer Park or City Hall Park.
- Make sure charcoal is completely out before leaving the premises. If bringing personal grills, they are permitted in the picnic areas only.
- Obtain "proof of insurance" from any/all entertainment or catering vendors and submit copy to Picnic Pavilion staff before the date of the event. Suggested minimum liability coverage is one million dollars.
- Accept responsibility for all persons associated with function. If you are hosting an event that is open to the general public, you are still responsible for any/all damages or problems associated with your guests. Sufficient insurance may be required.
- Music/sound amplification must be kept at an acceptable volume level. Live music/bands are not permitted.

Failure to adhere to any or all of the above policies may result in the rental group being asked to leave the facility, forfeiture of deposit, and loss of future renting privileges.

F. REVOKING OF PERMITS, CANCELLATION OF EVENT AND REFUSAL OF FUTURE

RENTAL:

The City of Gaithersburg reserves the right to revoke a user's permit and/or refuse rental for any or all of the following:

1. Failure to pay rental fee when due.
2. Failure to provide appropriate verifications for contracted services including, but not limited to security, dumpsters, port-a-johns or parking attendants.
3. Rental patrons are not conducting an event in an orderly manner.
4. Damage is done to the pavilions.
5. The rental patrons repeatedly do not adhere to users' responsibilities.
6. If the City feels that a group's event is detrimental to the well being of other park users or staff.
7. The City reserves the right to cancel or postpone an event at any time due to unforeseen circumstances.

G. RESERVATION / SECURITY DEPOSIT:

In order to reserve a Pavilion, a deposit must accompany a completed Pavilion Use Application. Deposits may be by personal check, money order, cash, certified check or credit card payment (Visa/MasterCard/Discover/Amex). **Note: Money received for Security Deposit is not applied to rental fees. Security Deposit payments will be processed (i.e. checks will be cashed and credit cards will be charged).** Deposits will be forfeited if a group goes past their scheduled time. Damages to Bohrer Park or City Hall Park, insufficient clean up and early arrival costs will be subtracted from the security deposit. If damage or overages in time are determined to be more than the security deposit, the rental patron will be billed. All cancellations are subject to a \$10 processing fee. The City of Gaithersburg reserves the right to charge a higher deposit for special rental situations.

H. PAYMENTS:

Rental fees are due no later than the first day of the previous month before the scheduled event. For example, if your event is May 13, rental fees are due no later than April 1. No check payments shall be accepted less than three weeks prior to event. A \$35 collection fee will be assessed for any check returned by the bank. If your fees remain unpaid after 30 days notice, you may be prosecuted in District Court under the Maryland Criminal Code, Article 27, Section 140-144.

I. SECURITY DEPOSIT REFUNDS:

Please allow thirty (30) days following the date of the event for return of security deposit.

J. CANCELLATIONS

Cancellation notices must be submitted in writing and all are subject to a \$10 processing fee. Rental payments are forfeited if event is cancelled less than 30 days prior to event. **Rain dates are not available; therefore, provisions should be made for inclement weather.** In case of severe inclement weather, a mutual decision will be made on the day in question. See Section O for exceptions associated with Large Events.

K. ALCOHOLIC BEVERAGES – THE PAVILIONS AT BOHRER PARK ONLY:

Rental patrons must have a City of Gaithersburg Beer/Wine Permit to consume alcohol in the Pavilion area at Bohrer Park. Alcohol is limited to beer and wine. **Hard liquor is prohibited.** Alcohol is prohibited in any other area of the park; offenders can be ticketed. By state law no persons under the age of 21 may consume any alcohol beverage. The selling of beer and wine is strictly prohibited. Beer/Wine Permits will not be issued for large events/festivals at Bohrer Park. **Alcohol beverages are not permitted at City Hall/Griffith Park Pavilion.**

L. Smoking and/or vaping is prohibited in or on public property by order of Gaithersburg City Ordinance 15A-8.

M. CHAPERONES / SECURITY:

Any group that has the majority of patrons under the age of 21 is required to provide chaperones at the ratio of one adult per 10 underage participants. Additionally, an event with a majority of patrons under the age of 21 may be required to pay for staff person(s) who will provide additional security for the event.

N. CHARGES FOR ADMISSION:

Admission or cover charges for rental events are prohibited without prior written approval.

O. ELECTRICITY, MUSIC, FOOD, WATER, SIGNAGE & MISCELLANEOUS:

- No food sales are permitted without prior written approval. Food sales or food served to the general public require a Montgomery County Health Department permit.
- Music provided by a disc jockey or amplified music is permitted at Bohrer Park but this information must be included on the Pavilion Use Application as part of the event description. **At all pavilions, music/sound amplification must be kept at an acceptable volume level that will not interfere with other park patrons or nearby residents. In addition, music must be family-friendly. Live music/bands are not permitted.**
- **Music is not permitted at the City Hall picnic pavilion.**
- Basic electricity is available at all Pavilion locations. Electrical service will support limited use of items such as radios, CD players, small cookware, and small residential appliances. For large amusements and catering services, an independent power source must be supplied.
- There is an additional fee for the use of the water pump in the Pavilion area. If water is needed, please check Water Pump on the Pavilion Use Application and include an explanation.
- Signage is permitted in accordance with City regulations and permit requirements. Patrons must remove signage at conclusion of event.
- Weapons are strictly prohibited on park grounds.
- Equipment or supplies may not be stored at the park or center before or after event without prior authorization.
- Rental use is limited to the assigned pavilion area and designated open space adjacent to pavilion. Use of any additional facilities, grounds, or amenities must be requested in writing at time of application and subject to approval. Requirements will be set forth in writing prior to confirmation of event, and agreed upon by applicant and the City.

P. RECYCLING

MARYLAND LAW, AT MD. ENVIRONMENT CODE §9-1712, REQUIRES RECYCLING RECEPTABLES AND COLLECTION AT SPECIAL EVENTS

Recycling is required in the City of Gaithersburg, under Chapter 18 of the City Code, and is enforced through issuance of a civil citation. Maryland law also requires that organizers of events which are (i) on a public street, on public land, in or on a publicly owned site or facility, or in a public park, (ii) serving food or drink and (iii) expecting 200 or more persons in attendance must provide a recycling receptacle immediately adjacent to each trash receptacle, which is clearly distinguished from trash receptacles by color, signage or both, and must ensure all recyclable materials deposited into the recycling receptacles are collected for recycling. A person or organization violating this requirement is subject to a civil penalty not exceeding \$300 for each day on which the violation exists.

Q. LARGE EVENTS (recommended maximum group size - 1,000)

Any individual or group requiring the use of two or more pavilions (two or more pavilions may be necessary based upon expected number of attendees and/or type of event). Additional provisions including, but not limited to security personnel, trash receptacles and/or dumpsters, port-a-johns and parking attendants will be the responsibility of the rental patron. Application requests for large events or festivals will be reviewed on an individual basis. Date and time of event, number of attendees, and the potential impact on other functions and/or facilities at the park will be considered before a permit is issued. Additional fees, policies and procedures may apply. Beer/Wine Permits will not be issued for large events or festivals held at Bohrer Park. A mandatory meeting of the group representative/applicant and facility staff will be planned to discuss requirements. These requirements will be set forth in writing prior to confirmation of the event, and agreed upon by applicant and the City.

2019 PICNIC PAVILION RENTAL RATES

Group Status	Park, Pond or Hillside Pavilion Up to 50 people	Park or Pond Pavilion 50-200 people	Hillside Pavilion 50-125 people	City Hall Pavilion Up to 100 people
Resident Non-Commercial	\$225	\$315	\$280	\$180
Resident Commercial	\$290	\$450	\$345	\$225
Nonresident Non-Commercial	\$335	\$475	\$420	\$270
Nonresident Commercial	\$435	\$660	\$520	\$340

Extra Hour(s)

\$50 for each additional hour or portion of hour per Bohrer Park Pavilion if paid for in advance.

\$75 for each additional hour added the day of the event at the Bohrer Park Pavilions.

\$30 for each additional hour for the City Hall Pavilion.

Security Deposits

A Security Deposit must be placed to reserve a Pavilion. Please allow 30 days following the date of event for return of security deposit.

\$100 Security deposit per Bohrer Park Pavilion rental.

\$200 Security deposit per Bohrer Park Pavilion rental with an alcohol beverage permit.

\$50 Security deposit for City Hall Park Pavilion rental.

Alcohol Beverage Permit – The Pavilions at Bohrer Park ONLY

If your group plans to serve alcoholic beverages at your event, a permit is required (limited to beer and wine ONLY). An Alcohol Beverage Permit will be issued upon receiving rental fees and Alcohol Beverage Permit fee. The selling of beer and wine is strictly prohibited. Alcoholic beverages are not permitted at City Hall Park.

\$130 – alcohol beverage permit - cost is per event

Optional and / or additional fees:

\$30 Sports Equipment Rental: includes horseshoes, poles, volleyball, and net.

\$30 Crab Clean Up. You must pay this fee when serving crabs.

\$50 Water pump

Recreational Opportunities:*

\$5.00 Miniature Golf (one round) \$7.00 Miniature Golf (unlimited play)

\$5.00 Weekend Water Park Pass (City Resident) / \$5.00 Weekday Water Park Pass (City Resident)

\$14.50 Weekend Water Park Pass (Mont. County) / \$8.50 Weekday Water Park Pass (Mont. County)

\$19.00 Weekend Water Park Pass (Out of County) / \$13.00 Weekday Water Park Pass (Out of County)

\$8.50 Weekend Putt & Pool Pass (City Resident) / \$8.50 Weekday Putt & Pool Pass (City Resident)

\$19.00 Weekend Putt & Pool Pass (Mont. County) / \$12.00 Weekday Putt & Pool Pass (Mont. County)

\$24.00 Weekend Putt & Pool Pass (Out of County) / \$15.00 Weekday Putt & Pool Pass (Out of County)

Putt & Pool Pass is unlimited Miniature Golf and Water Park admission on the day of picnic.

* Limited number of passes are sold each day and some restrictions apply. If interested in recreation passes, indicate on Pavilion Use Application. Passes **must be paid for at least 10 days in advance** and there are no refunds. For additional information, refer to attached policies and procedures for Advanced Passes.